



Holland Hall

Middle School

2026-2027
Student/Family
Handbook

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MISSION STATEMENT

Holland Hall provides a challenging, comprehensive educational experience grounded in a rigorous college preparatory liberal arts curriculum that promotes critical thinking and lifelong learning. As a Pre-K–12 Episcopal school, we seek to foster in each student a strong moral foundation and a deep sense of social responsibility.

DIVERSITY AND INCLUSIVITY

“Strive for justice and peace among all people and respect the dignity of every human being.” — Episcopal Baptismal Covenant

An exceptional educational experience involves celebrating the differences among us. While Holland Hall students are well-prepared for the academic rigors of college, they also take with them what they have learned from their peers — a student body made up of various religious, ethnic, racial, socioeconomic, and other types of backgrounds. As a result, they are ready to lead in the growing number of multicultural settings that await in college and beyond.

The ultimate goal is for every student, faculty member, and family to feel complete ownership in their school community. To help move us toward that end, Holland Hall has a formal statement of diversity and inclusivity adopted by its Board of Trustees.

Diversity and Inclusion Statement

A culture of inclusion is essential to the mission of an Episcopal school with the Church’s history of passionate advocacy for social justice and human unity. The skills of multiculturalism are essential to the depth of students’ learning and their ability to participate in our interconnected world. We employ these skills to drive academic excellence, embolden students to embrace their own identities, and foster appreciation for the differences of others. We welcome and strive to integrate varying family structures, socio-economic backgrounds, genders, ethnicities, sexual identities, religions, races, and physical and cognitive capabilities. In every aspect of school life, Holland Hall commits to teaching and challenging our community to discard stereotypes, embrace inclusion, and practice radical empathy.

EPISCOPAL IDENTITY

Holland Hall deeply values its role as an Episcopal School. We believe that values lie at the heart of education. But solid values are not simple values. We teach freedom and responsibility, belief and open-mindedness, social conscience and individual integrity. Our Episcopal affiliation reflects our belief that individual character unfolds in two important ways: by respecting tradition and thinking for oneself.

Each student at Holland Hall will feel that their own religious beliefs are valued by those around them, while learning to appreciate the religious tenets and customs of others, and grappling with the ethical and moral questions that must be faced by the leaders of tomorrow’s world. These are our goals, and the Episcopal Church supports us in our partnership, as we seek to fully educate and nurture the young hearts and minds entrusted to us.

CORE VALUES

All members of the Holland Hall community are expected and required to overtly support and act in accordance with the school’s Mission, Diversity Statement and our Core Values of Trust, Kindness, Hard work, Honesty, Respect and Self Regulation. All members of our

community do their part to intentionally support a positive environment and healthy school culture, honoring school policies and standards with integrity and intentionality.

GUIDING PRINCIPLES FOR MIDDLE SCHOOL

The middle school years are a transformative period characterized by substantial growth, not only in physical stature but also in mental, emotional, and intellectual capacities. We prioritize nurturing these multifaceted developments by fostering an environment that encourages the acquisition of lifelong skills and habits. We recognize the significance of cultivating critical thinking, problem-solving, and effective communication skills, which serve as the bedrock for intellectual growth. Moreover, we are committed to supporting the emotional well-being of our students, providing them with tools to manage stress, build resilience, and develop empathy. By instilling a culture of holistic development, we aim to equip our students with the essential tools needed to thrive not just during their middle school years, but throughout their lives.

Two documents guide our work:

- **Middle School Criteria for Success** statements define those habits we believe are essential to be successful in our learning environment.
- **Portrait of a Middle School Learner** outlines eight broad and essential skills that we believe are critical for a middle school student to develop.

Middle School Criteria for Success

A key part of Middle School is developing proficiency in behaviors that are essential for success in learning any subject. These behaviors set you up for learning your best. Understanding the importance of these key learning habits and doing them consistently is what matters.

Academic Behaviors – What am I doing to demonstrate I am ready to learn?

- I can arrive and be ready to start class on time.
- I can manage materials responsibly.
- I can demonstrate that I am engaged in class activities and self correct when necessary.
- I can complete assignments on time.
- I can follow verbal and written instructions.

Community Building – What am I doing to contribute to a positive school community?

- I can follow school expectations.
- I can communicate respectfully with teachers
- I can collaborate respectfully with classmates.

Learning Strategies – What am I doing to help myself become a more independent learner?

- I can advocate for myself by asking questions and getting help I need.
- I can use my time and resources to support my learning.
- I can demonstrate my thinking and support my reasoning.
- I can responsibly use my iPad to support academics.
- I can manage my responsibilities when I miss class.

Academic Perseverance – What am I doing to challenge myself to meet obstacles and grow as a learner?

- I can work through challenges and understand that mistakes are an essential part of the learning process.
- I can take advantage of opportunities to challenge myself.
- I can reflect on my learning and make necessary adjustments.



Portrait of a Middle School Learner

The middle school years at Holland Hall
support learners who are becoming...

Effective Communicators

I convey and receive information in a meaningful and effective way to achieve clarity and purpose.



Resilient

I understand that challenges arise and I come back from them stronger, more confident, and wiser.

Morally Courageous

I act with compassion, kindness, and integrity, and I respect the dignity of others.



Community Builders

I demonstrate care for our community and take action to make it better.

Socially and Personally Responsible

I am responsible for taking care of myself, being dependable, meeting obligations and expectations, as well as being accountable for my words and actions.



Strategic Learners

I demonstrate understanding of myself as a learner by leveraging personal strengths and implementing effective strategies for lifelong learning.

Creative Problem Solvers

I use resources, technology, curiosity, and flexibility to take creative risks and generate innovative ideas and solutions.



Critical Thinkers

I evaluate, interpret, and synthesize information gained from experience, observation, research, and reflection in order to make informed decisions.

PARENT AND FAMILY PARTNERSHIP

Holland Hall values the partnerships we have with our parents. A positive and constructive relationship between school and parent is essential to the mission of the school. A fundamental element in this relationship is trust. We thank you for entrusting us with your children. We look forward to, and expect, your support of our policies, procedures and values. We know that you will hold your students and yourselves to the standards and expectations outlined in your enrollment contract.

Here are some key ways parents can stay engaged in our school community and help keep us informed:

Schoology

Schoology serves as our Learning Management System. Students in middle school have unique logins for this platform and should check in daily for information about their classes, including resources, assignments, and grades. Parents also have a unique login that gives access to some class information. We encourage parents and students to sit together regularly to view class pages with a focus on the gradebook in which you can see assignments, grades, and often, feedback from teachers accompanying these grades.

Parent Portal

The parent portal can be accessed at gotohh.org/parentportal. It is in this portal that links will be made available for most of the information that parents will need, including course information, required health forms, report cards, ERB scores, billing, lunch payments and much more.

Report Cards & Conferences

A great chance to stay connected with your child and his/her education. Please see this section under Academics.

Contacting Teachers

We encourage parents to contact teachers as needed or desired via email or phone call. Meetings may also be set up at any time. Work hours for teachers are 7:45 a.m.-3:45 p.m., please allow 24 hours for a reply during these office hours.

Parents' Association

All Holland Hall Parents are members of the Parent Association. Many volunteer opportunities as well as parent activities are available throughout each school year. We always look forward to having our parents on campus!

Visiting campus

There are visitor sign-ins at each main entrance. Please stop by the reception desk to check-in and receive your visitor badge.

Student Names

Because our students are minors, we will recognize them by the name and gender that is on their official enrollment documents. Any changes must be approved and communicated to the school by parents or legal guardians.

Personal Social Media and Digital Communication

Cell phones and social media use are not permitted during the school day. We recognize that the majority of our students do interact with peers via devices and social media. We hope that parents or guardians are regularly checking their child's activity as well as

setting appropriate expectations and boundaries. When incidents occur on these platforms outside of school hours, we respectfully ask that families communicate with one another to resolve the concerns and help the children make better decisions with regards to their digital interactions.

If a student feels ill, he or she should visit the nurse and the nurse will be in contact with the parents as needed. We ask that parents and students do not communicate separately prior to speaking with the nurse.

If you need to get a message to your child, please contact the Middle School Office. We will get that message to your child immediately. If your child needs to contact you, he/she may use a teacher phone or the phone in the office.

Parental Policy

It is illegal for anyone to serve alcohol or provide illegal drugs to a minor. Parents who serve or otherwise knowingly provide alcohol or illegal drugs to minors will be referred to the Head of School, who may take action including separating the student and family from the school.

Transportation To and From School

To help us ensure your child's safety, please notify both your child's advisor and the Middle School Head in writing if your child will regularly walk or bike to or from school. For one-time changes to your child's usual transportation plan, please also communicate those in writing as early as possible.

Third-Party Car Services

For the safety of our students, students may not be picked up or dropped off on campus by ride-booking, third-party car services such as Uber, Lyft, or other similar car services. If extenuating circumstances exist, parents must contact the Branch Assistant prior to the service arriving on campus.

Pets on Campus

To help ensure a safe, comfortable environment for all students, staff, and visitors, we kindly ask that pets remain in vehicles during drop-off and pick-up times. For everyone's safety, pets should stay secured inside the vehicle, with windows only slightly cracked if needed, and only while the driver remains with the car.

Out of care for those with allergies or fears, and to minimize distractions and safety concerns during busy times, we ask that you not bring pets onto sidewalks, fields, or other areas of campus.

Thank you for understanding and helping us maintain a welcoming and safe school environment for all. If you're planning an educational or therapy-related animal visit, please reach out to the appropriate Branch Head for prior approval.

ACADEMICS

Courses

4th Grade students are enrolled in Language Arts, Social Studies, Math, Science, and Physical Education and attend these classes daily. In addition, they rotate through Spanish, French, Library, Technology, Religious Education, Music, Art and Drama.

5th Grade students are enrolled in Language Arts, Math, Science, Social Studies, and Physical Education and attend these classes daily. In addition, they rotate through Spanish, French, Library, Technology, Religious Education, Music, Art and Drama.

6th Grade students are enrolled in Social Studies, English, Science, a World Language (Spanish or French), and a Math (Math Foundations or Math Foundations Accelerated based on teacher placement), and Physical Education. In addition, students select a year long Music class (Choir, Band, or Orchestra) and a one semester Fine Arts Elective (Code/Connect/Create, 2D Art, or Drama) which rotates with a study hall and Wellness and Life Skills.

7th Grade students are enrolled in Social Studies, English, Science, a World Language (Spanish or French), and a Math (Math or Pre Algebra *, based on teacher placement), and Physical Education or an Athletic period. In addition, students select a year long Music class (Choir, Band, or Orchestra) and a one semester Fine Arts Elective (Drama, 2D Art, or Design & Modeling) which rotates with a study hall and Wellness and Religious Education.

8th Grade students are enrolled in Social Studies, English, Science, a World Language (Spanish or French), and a Math (Pre Algebra or Algebra **, based on teacher placement), and Physical Education or an Athletic period. In addition, students select a year long Music class (Choir, Band, or Orchestra) and a one semester Fine Arts Elective (3D Art, 2D Art, or Drama) which rotates with a study hall and Wellness and STEM.

*A small group of students in 7th or 8th grade may be placed in Honors Algebra.

** A small group of students in 8th grade who have completed Honors Algebra will be eligible for Honors Geometry.

Grades

4th-graders **do not receive semester grades**. Individual quizzes, papers, and tests are graded.

5th-8th grade students will receive grades, they will be posted in gradebooks on Schoology and on report cards.

Letter grades are used at Holland Hall for grading papers and examinations of all kinds. The following numerical values are utilized:

A+ 97-100	A 93-96	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60-62

A+ 97-100	A 93-96	A- 90-92
B+ 87-89	B 83-86	B- 80-82
	F Below 60	

Report Cards

Report cards will be posted on the parent portal four times each year*. Twice per year (mid term of each semester), these reports will include Middle School Criteria for Success benchmarks, student goals, and grades. The other two reports (end of semester) will include narrative comments from advisors and grades. Ongoing feedback from teachers throughout the year can be found in Schoology gradebooks, on graded work, and via communication with classroom teachers. In addition, advisors are in frequent communication with classroom teachers such that their narrative comments and benchmarks are informed by overall growth and development of students as they present at school.

*If there is an outstanding balance on the family account, reports will not be released until the account is paid in full or arrangements have been made.

Conferences

In the fall and in the spring, parents are invited to a student led parent conference with each student's advisor. Students are present for these conferences and will take the lead in facilitating a conversation about their overall performance.

Records Requests

Families may request that official Middle School records be sent to the admissions offices of other schools by calling the Middle School Office.

*If there is an outstanding balance on the family account, reports will not be released until the account is paid in full or arrangements have been made.

OSSAA Eligibility

For students in 7th and 8th grades, the faculty of Holland Hall reports failing grades to the administration on a weekly basis starting the third week of school. With a failing grade in a class, the student will first be placed on probation for one week. With any failing grade in any class for a second week, that student will be ineligible to participate in school activities from the following Sunday to Saturday, in accordance with OSSAA requirements.

A student may be prohibited from participating in athletic trips if he/she has accumulated an excessive number of absences.

Middle School Honor Rolls

There are two Honor Rolls for students in grades 6, 7 and 8. Both are determined by the final grades of the school year. The A Honor Roll is for those students who have earned an A (90-100%) in each academic subject. The A/B Honor Roll is for those students who have earned an A (90-100%) in at least 3 core academic subjects and do not have any grade below a B-.

Academic or Behavioral Probation

When performance does not show evidence of success in learning and/or ability to be successful in our school environment, a student support team will work with the family to

find solutions that will help the student. If a student ends a semester with 1 F or 2 or more Ds in academic classes, he/she may be placed on academic probation for the upcoming semester. Academic probation in the 2nd semester means that when contracts are issued in February, we will hold the contract until we are confident the student will meet academic expectations and will be in communication toward the end of the spring semester. If, after one semester, academic expectations are not met, the student may continue on academic probation or work with the support team to find a school that can meet the students' needs.

Continuous struggles with behavior patterns or other indications that a student is not fulfilling his/her potential at Holland Hall may also result in probation or partnering with families to find a more suitable educational experience.

Late Work

Due dates for all assignments are determined at the teachers' discretion. When students are in regular attendance, it is their responsibility to make sure they meet these deadlines set by teachers.

Assignments for each week are posted on Schoology by Sunday at 5:00 p.m. If a student is absent, it is the student's responsibility to complete any missed assignments. For planned absences, students are expected to complete all assignments and be prepared for scheduled assessments. Students should communicate with their teachers in advance about upcoming absences and missed classwork so they can stay current with coursework and return to class prepared and on pace.

When a student is absent and unable to complete work, **the teacher will provide the same amount of days the student was absent to turn in their missed work.** Individual circumstances will be considered by teachers when appropriate to adjust due dates. It is the responsibility of the student to communicate with the teachers.

In situations where students do not turn in work on time, the following policies apply:

- For small, nightly homework assignments, unless an absence applies, no late credit will be accepted, and students may not receive credit for missed assignments.
- For larger assignments or long-term work, a deduction of up to 10% per academic day late may be applied.
- For long-term projects in which significant class time was provided for completion, students who do not submit the project by the assigned due date may receive a zero.

Academic Honesty

Honesty and trust are core values at Holland Hall and are of utmost importance when it comes to academic work. The borrowing or stealing of someone else's ideas or words and the presentation of them as one's own in any form is considered academic dishonesty. This includes but is not limited to taking information from books, articles, and electronic sources (including Generative AI), as well as the copying and/or sharing of other students' work.

Any form of academic dishonesty will be pursued as a disciplinary matter. In the first offense, it will be up to the discretion of the teacher to determine what credit the student receives for the work. The teacher will also communicate with parents and the Dean of Students. In future offenses, there will be a deduction of points (up to not receiving credit for the assignment), the student may be required to redo the assignment, the student will be placed on notice of further disciplinary action with the Dean of Students and/or Head of Middle School, and the parents will be notified.

Flint AI

For the 26-27 school year, Holland Hall is partnering with FlintAI. Flint builds strong guardrails into its AI that directly address concerns about privacy and content. There are times that students are allowed and encouraged to use AI for the purpose of their learning. This collaboration with AI should happen on Flint.

Lockers

Currently, in The Village, we do not have lockers. Students may carry a backpack (rolling backpacks are permitted).

Once we are back in our permanent building, all students will have assigned lockers in grade level areas.

We recommend that students not bring valuable items to school. If it is necessary to do so, students are strongly encouraged to check such items in with their advisor.

General Locker Rules

1. Do not enter another student's locker.
2. Do not apply stickers or decals or deface the inside or outside of the locker.
3. Please do not leave perishable food items in lockers overnight.

ATTENDANCE

Regular attendance is a critical component in the experience of every student at Holland Hall. In order to fully master concepts and skills covered throughout the year, as well as to be fully engaged and present in the life of our community, students need to be present for the vast majority (90%) of class time.

Absences

Generally absences fall into two categories: **School Related Absences** and **Personal Absences**.

- **School Related Absences** are any absences facilitated or scheduled by the school, including sporting events, field trips, retreats, and other school activities.
- **Personal Absences** are non school related and may include, but are not limited to, illness, medical appointments, family events, trips and emergencies. Regardless of the reason for absence, the accumulation of days is what we consider when looking at overall attendance.

Policy

When a student accumulates more than **9 Personal Absences** in one semester, concerns may arise regarding the student's academic progress and connection to the school community. Many lessons, discussions, and classroom activities cannot be fully replicated or made up outside of class participation. When a student nears this limit, the Dean of Students will be in touch with the family. When this limit is exceeded, an attendance review with the student, parents, student's advisor, Dean of Students, and/or Branch Head may be convened to determine a future path for being successful at Holland Hall. Students with a pattern of excessive absences may be guided to select an alternate education setting until attendance can be adequately consistent. We recognize that there are many extenuating circumstances resulting in an exception and we ask that you communicate with us if the need arises.

A student may be prohibited from participating in athletic trips if he/she has accumulated an excessive number of absences.

Parents must inform the Middle School Office by 8:15 a.m. (at msattendance@hollandhall.org) if a student will be absent from school.

Planned Absences

Students who have any **planned Absence** must communicate with their teachers ahead of time regarding the schoolwork they may miss during their absence.

Make-Up Work

Students are responsible for getting and completing work missed due to absences. For short absences (1-3 days), students/parents are responsible for checking assignments on Schoology and/or contacting their teachers to find out about missed work. If a student is absent for a prolonged period of time (more than three (3) days), parent(s) may contact the student's advisor and teachers to help to arrange for collecting and making up work. When the student returns to school, a doctor's note is required. **As a general rule, students will be allowed one day per day missed to make up all assignments and assessments.**

Tardies

Regardless of reason, if a student is late for school, the **student is required to sign in with the Middle School Office upon arrival** to receive a pass to class. A pattern of tardies to

school and tardies to each class will be addressed by the Dean of Students in conjunction with the Head of Middle School and parents. During the school day, if students are tardy to a class without an excuse note from a teacher, nurse, or administrator, they may miss important instruction and graded work that cannot be made up.

Leaving School During the School Day

In the event that your child needs to leave school for a portion of the day, including 7th/8th athletics period, **students must sign out in the Middle School office** prior to leaving and sign back in upon returning to campus. If leaving school is for a medical appointment, a signed note from the provider is appreciated.

Consecutive Absences due to Illness or Injury

If your child is absent from school for more than three consecutive days or more than three total days due to one illness or injury, please provide a doctor's note to the school nurse upon their return. The note should confirm that your child is cleared to return to school and either cleared for all activities or specify any necessary restrictions.

Hospitalization or Surgery

If your child has been hospitalized due to an illness, injury, or surgery, please provide a note of clearance from the physician clearing your child to return to school. The note should clear them for all school activities or specify any necessary restrictions upon return.

Injuries Requiring the use of Medical Equipment

If your child has had an injury or surgery that requires the use of medical equipment (for example, boot/brace, cast, crutches, scooter, wheelchair, etc.) please provide a note from the physician confirming that this equipment is needed at school.

STUDENT SUPPORT SERVICES

Academic Support

Holland Hall seeks to meet the individual needs of its students. In many cases a student may have average to superior ability, but encounter learning difficulties affecting their classroom performance. In addition to our classroom teachers, we have two Learning Support Specialists in the middle school to provide academic support to students.

In the middle school, we provide a tiered approach to supporting our students:

1. First and foremost, any student who is struggling should schedule time to visit with his/her teacher. This one-on-one help session can take place at 7:45 a.m., during lunch or recess, during study hall, or after school. Students (or parents) should coordinate this extra help ahead of time with the classroom teacher.
2. Learning Specialists will be in classrooms supporting students as needed and working closely with teachers on a regular basis. If a student shows a need for support, they may be supported in the classroom, as a small group or individual pull out from class, during study halls, and before or after school.
3. On specific days after school, there is an After School Study Hall supervised by our faculty and learning support specialists. Teachers will recommend After School Study Hall when they see a need. This is a structured environment designed to monitor a student's approach to task, pacing, previewing and other necessary academic skills.
4. As another tier of support, our Learning Specialists and teachers can coordinate an upper school peer tutor to work one on one or in small groups with a student, this can take place during a study hall or before or after school.
5. If all of the above do not provide adequate support, it is possible that the educational team will recommend a one-on-one outside of school tutor.

Tutoring

It is our hope that with all of the above supports available, families will not need to pay for an outside tutor. If your child is tutoring with someone, please be in touch with our Director of Student Support. Teachers may not receive pay for providing extra help to their own students.

Learning Assistance Plans

If the school has a psychoeducational evaluation report for a student, a Learning Assistance Plan (LAP) outlining individual student accommodations is written, reviewed yearly, and shared with parents and teachers. Holland Hall offers limited accommodations, including preferential seating, receiving guided notes, extended time, keyboarding for written work, and the use of prescribed devices/technology to support auditory and vision diagnosis. In order to continue to receive accommodations, students will be required to have updated evaluations (4 years) on file. The potential for improved academic performance exists when the student, parents and educational team work together to address the student's learning profile. If there should come a time, when, even with support, the student is unable to succeed, the school would then counsel with the parents about the appropriateness of our program for the student.

Counseling and Wellness

Holland Hall's Counseling team aims to assist students in navigating life's expected and unexpected challenges. Counselors assist students in becoming their best self and learning what it means to be healthy and well in all capacities of life. Counselors do not work in

isolation, as they are an integral part of the Holland Hall educational framework, aligning with the mission of the school and community.

Counselors are available during the school day to support students and help them navigate academic, social, emotional, major life events, and other challenges that they may experience. Counselors support students, parents, families, faculty and staff through individual meetings, advocating, collaboration, problem solving, and referrals.

Counselors meet regularly with faculty and staff to collaborate, stay informed, and offer support on how to best support students. Students can be referred to counselors by teachers, parents, or self. Counselors may provide referrals to outside agencies and resources, as needed.

Services Provided:

- Short term counseling, coping strategies, problem solving, and crisis management/intervention for individual students.
- Advocacy and support for students and families.
- Referrals and recommendations, as needed, to outside agencies and resources.
- Ongoing collaboration with any outside supports in place, with confidentiality, to best support students at school.
- Wellness classes, programming, and education.
- Ongoing collaboration and consultation with teachers to best support students, especially related to social, emotional, behavioral, and mental health.
- Ongoing collaboration with parents and families to support students, especially related to social, emotional, behavioral, and mental health.

If a student exhibits concerning behaviors the school might require a Risk Assessment by a licensed mental health professional prior to returning to campus.

Chaplaincy

Holland Hall is affiliated with the National Association Episcopal Schools (NAES) and the Episcopal Diocese of Oklahoma, which provide a framework for our relationships with one another and for our efforts to develop in our students a sense of self-awareness, responsibility and commitment. The church supplies the Judeo-Christian heritage that underlies Holland Hall's value system. We have a community in which each member is respected as a unique and valuable person. It is our intent to offer a broad liberal arts program that encourages a free exploration of ideas while providing an atmosphere that enables students to maintain and develop their own religious views and personal values. **Chapel** services occur regularly during the school year on Monday mornings to enhance and celebrate values consistent with the school's mission.

The role of a Middle School Chaplain involves a combination of administrative, spiritual, educational, and pastoral duties. The Chaplain will support the mission and values of the school, actively promote and uphold the school's mission in all interactions with students, faculty, and parents, and lead by example, demonstrating the values of compassion, integrity, and inclusivity in all aspects of the school community.

Services Provided:

- Develop and deliver engaging, informative religious education curriculum for students.
- Foster discussions on moral, ethical, and spiritual topics in alignment with the values of the Episcopal school.

- Provide guidance and support to students in exploring their own spiritual beliefs and values.
- Plan and lead weekly chapel services, integrating relevant teachings and values from the Episcopal tradition. All students and faculty are expected to attend.
- Collaborate with the student life team to develop and implement programs that promote students' social, emotional, and spiritual well-being.
- Offer pastoral care and support to students, faculty, and parents, including counseling, spiritual guidance, and emotional support.
- Respond to individual and community crises with compassion and understanding.
- Foster an environment of trust, empathy, and respect within the school community.

Health Services

Holland Hall's Health Office team of school nurses strives to "advance the well-being, academic success, and lifelong achievement of students" by partnering with parents/guardians, teachers, students, and health care providers to "facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaption, self-management, self-advocacy, and learning" as outlined by the National Association of School Nurses (NASN).

Responsibilities accordingly within the scope of professional nursing practice and guided by evidenced based research include:

- Direct care for injuries and acute illnesses for all students which includes assessment and treatment, communication with parents/guardians, referrals to physicians, provision and/or supervision of prescribed nursing care, and documentation.
- Long-term management of special health care needs and/or chronic conditions for students, as pertains to school, including confidential communication to pertinent faculty/staff.
- Collaboration for the development of Holland Hall's plans for and responding to emergencies and disasters on campus. This includes managing urgent and emergent medical conditions and situations.
- Providing for the physical health and safety of the school community by monitoring immunizations and physical exams, ensuring appropriate exclusion for infectious illnesses, and reporting communicable diseases as required by law.
- Assists with providing for the safety of the environment by participating in environmental safety monitoring (playgrounds, weather, air quality, and potential biohazards).
- Providing health information and education to students as related to their care.
- In accordance with Holland Hall's [Return-to-Learn Concussion Protocol](#), collaborating with HH's athletic trainer, students, families, physicians, and faculty/staff for the treatment and diagnosis of concussion.
 - Our post concussion and return to learn protocol is available and should be read by families in the event of a concussion.
- Medication administration (as per Oklahoma State Department of Health, Oklahoma State Department of Education, Oklahoma Nursing Practice Act, and Holland Hall's Medication Administration Policy)
- Assessment of Holland Hall's overall system of care and development of a plan for ensuring that community health needs are met.

- Promoting a healthy school and community environment by providing information and education regarding nutrition, exercise, oral health, infectious diseases, and other topics; organizing flu shot clinics and other community services.

Medical Attention

Parents will be notified immediately when a student suffers an injury requiring medical attention while at school or on a school-sponsored trip. In an emergency situation, or if the parents cannot be contacted, 911 will be called, if warranted, and Middle School students will be transported to the emergency room at St. Francis hospital or another convenient hospital. Parents will then be notified as soon as possible. If a student is injured while on a school trip, the faculty sponsor will take whatever action is deemed necessary to ensure the student's safety and well-being.

Medication

Students and parents are encouraged to use a medication dosing schedule that enables all medication(s) to be taken at home, if possible. Medications prescribed as "once daily" should be administered in the morning or evening by the parent/guardian.

All medication to be given at school must be brought to the MS Nurse's office by the parent/guardian and kept secured in the office. An "Authorization for Prescription Medication" form must be filled out each school year for each medication. The medicine must be in the original container properly labeled with the student's name and other pertinent information.

- If a student has asthma, diabetes, seizure disorder, severe food allergies, or any other chronic condition, please submit a copy of the appropriate emergency plan from the physician (Asthma Action Plan, Diabetes Management Plan, Seizure Action Plan, Anaphylaxis Plan, etc.) as well as a completed "Authorization for Prescription Medication" form.

Students may not carry any medications at school or school events, with certain exceptions as outlined below.

- Students in 7th-8th grade, will be allowed and encouraged to carry their own emergency medications while at school and school events/activities, as deemed necessary and agreed upon by the physician, the parent/guardian, the student, and the school nurse.

Please see the Authorization for Prescription Medication form on the HH website for more details.

The School Nurse will contact a parent/guardian if there is a concern or question regarding administration of a medication. The School Nurse's judgment will be used to determine if administration of a particular medication at school is in keeping with the school policies, health and well-being of the student, and sound nursing practice.

Student Accident Insurance

The School carries Student Accident Insurance on all Holland Hall students. The coverage is for any injury incurred while the student is under the care and direction of the School. This coverage is secondary to a student's other medical insurance. If a student is involved in an accident, an Injury/Accident Report will be completed by the teacher, school nurse, coach or other appropriate person.

BEHAVIOR

Student Conduct and Disciplinary Action

Holland Hall is built on initiating and nurturing positive relationships. It is within those relationships and in the resulting relational trust that Holland Hall creates such a distinctive experience for our students. Therefore, it is logical for us to adopt a relationship-based model that addresses accountability and fosters personal growth in order for us to maintain those healthy partnerships.

We have two Deans of Students in the middle school, one who works primarily with fourth and fifth grades, the other with sixth through eighth grades. Our Deans work closely with faculty, students, and parents to provide appropriate structure, reflection, support, and consequences when needed. Our primary goal is for students to learn from their mistakes, grow and develop into good and kind people, and contribute positively to our school community.

Teachers will handle minor classroom infractions on their own. When a pattern of disruptive or inappropriate behavior is observed, teachers will communicate with advisors, parents, deans, and Head of Middle School as appropriate. A teacher may issue a Lunch Demand when a pattern of disruptive or inappropriate behavior is observed. Lunch demand will be supervised by a faculty member and will serve the purpose of giving a time out away from peers as well as time for the student to reflect on how to make better decisions. When a pattern develops with behaviors, decision making, or a series of lunch demands, the Dean of Students will be notified and will communicate appropriately with the student and parents. If the frequency continues, the Head of Middle School will become involved and a parent meeting may be requested. Additional disciplinary action may be taken when behavior patterns warrant.

Some behaviors warrant immediate consequences, such as more serious infractions, overall disrespect of members of our community, or disruption of the learning environment. These consequences can include detention, suspension, or separation from school. In these instances, discipline situations will be handled directly by the Dean of Students, Head of Middle School, and/or Head of School. Parents will be notified if an issue of great concern arises.

The following is a list of major infractions that may result in major disciplinary response:

- Concerning pattern of dishonesty
- Any action or behavior that threatens the health and safety of another member of the school community
- Cruel, abusive, or harassing treatment of another person
- Possession, use, or sale of alcohol, drugs (including prescription drugs), or drug paraphernalia on campus, during school events, or as a guest at another school's event.
- Possession of any tobacco, nicotine, vaping, e-cigarette, or any accompanying paraphernalia to any of these products in any form on campus or during school events or as a guest at another school's event
- Possession of fireworks, firearms, ammunition, knives, or weapons of any kind on campus
- Sexual activity on campus or at school functions
- Creating open flames on campus, unless under direct supervision of a faculty member

- Leaving school grounds during the academic day without permission
- Vandalism
- Any action on or off campus that brings discredit or embarrassment to the school community
- Inappropriate technology use
- Excessive minor violations

Definitions

In academic environments, students learn about themselves and the world around them in ways that challenge what they already know. The process of learning and unlearning grants students' opportunities to think critically about new topics or realities. From time to time a student may say something in class with no intent to hurt a classmate, but might inevitably do so. We strive to distinguish between rude or mean behaviors and bullying or harassment.

Sometimes **rude** behaviors happen. These are usually spontaneous, unplanned, inconsiderate, and are based on thoughtlessness, selfishness, or poor manners. Unlike unthoughtful rude behaviors, **mean** behaviors are intended to hurt someone and are often motivated by a person's feelings in the moment, sometimes for the misguided goal of elevating one's self while putting others down.

Both **rude** and **mean** behaviors are inappropriate and require correction but are fundamentally different from **bullying** or **harassment**.

Bullying

Bullying can be defined as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological and can happen in person or online.

Bullying involves three key aspects: purpose, pattern, and power. It's not merely a random remark or action; there's a deliberate intention to harm, accompanied by a recurring series of actions and a noticeable power or differential.

In other words, bullying "can be identified by the three Ps: purpose, pattern, and power. With bullying, there is an intent to wound. It's not just a one-off comment; there's a pattern of interactions and a power imbalance". – Phyllis Fagell

Bullying can take several forms, including but not limited to invading physical space, threatening, intimidating, teasing, taunting, name-calling, etc. . It can be subtle, indirect, or overt and direct. Bullying can happen in person, in public, online, or via other tech outlets.

Harassment

Harassment covers a wide range of unwanted and offensive behaviors, including physical or verbal abuse (or even suggested), that is offensive and/or makes a person feel uncomfortable, humiliated, or distressed.

Harassment may result in a hostile environment that interferes with or limits a student's ability to participate in or benefit from the services, activities or opportunities offered by Holland Hall. Often, harassment targets a person based on their race, religion, nation of origin, gender, sexual orientation, disability, or other categories that people use to devalue or dehumanize others.

Harassment can also take several forms, including but not limited to invading physical space, threatening, intimidating, teasing, taunting, name-calling, and making sexual remarks. It can be subtle, indirect, or overt and direct. Harassment can happen in person, in public, online, or via other tech outlets.

Boundaries

Boundaries represent the limits, rules or expectations that we set in order to protect our own well-being.

Physical boundaries refer to your personal space, including:

- Touching (hugs, kisses, handshakes, unwanted contact, etc.)
- Privacy (report cards, financial documents, texts/emails, etc.)
- Personal space (knocking before entering, closed door policies)

Emotional boundaries refer to your feelings, including:

- Personal information (how and when to share, details of relationships, health information, etc.)
- Topics of discussion (politics, climate change, academics, future plans, etc.)
- Respect for ideas and thoughts

Material boundaries refer to your money and/or physical possessions, including:

- Sharing (what, with who, permission, etc.)
- Spending (budget, means, gifts, lending, repayment, etc.)

Time boundaries refer to your personal time and commitments, including:

- Personal (friends, family, hobbies, etc.)
- School (studying, projects, group work, etc.)
- Work (after-hours contact, email, weekly schedule, overtime, etc.)

Resource: ([Tips for setting healthy boundaries with your student — University of Colorado](#))

Process of Investigation

The School will promptly and thoroughly investigate all reports of bullying, harassment, or retaliation, carefully considering all the available information. Throughout the investigation, the Administrator or designee will gather evidence and conduct interviews with students, parents, faculty, staff, witnesses, parent/guardians, and any other relevant parties. Fully maintaining confidentiality to the extent possible, while still fulfilling the obligation to investigate and address the matter, is a priority. Should the School find the existence of bullying, harassment or retaliation, the Administrator will take appropriate responsive actions in accordance with the School's discipline protocols.

Privacy (of students, faculty, parents) and Communication Protocols

When the School receives information regarding unacceptable behavior, we strive to act promptly and with discretion, following internal protocols for investigation and communication. Holland Hall is committed to honoring the dignity of all individuals, particularly during challenging times. Administrators understand the seriousness and sensitivity of these matters and work diligently to maintain privacy for all involved. Therefore, the school will communicate the investigation process while limiting the sharing of details regarding findings. Information about students will only be shared with the student's parents, and outcomes or decisions will not be disclosed publicly or to anyone besides the parents.

***Nothing above limits the school's authority to act directly on any matter, including disciplinary action and referral to law enforcement.**

Please see the section on “Anonymous reporting” in the Safety portion of the handbook for more information about ways to report issues of harassment/bullying to the school, if an in-person report is not ideal.

STUDENT ACTIVITIES

Advisory

Each student in the Middle School is assigned to an advisor and advisory groups meet regularly. Advisors provide guidance for students in all areas of school life, serving as an advocate for students with other members of the faculty and administration as well as a liaison between family and school. They work to build a safe space where students can thrive. Advisory groups will engage in activities and discussions focused on team building, wellness, organization, discovery, leadership, and other meaningful and pertinent topics. Advisors will conduct formal family conferences two times during the school year, once in the fall and once in the spring.

Advisory groups are made up of 10-17 grade level students and meet several times each week. The Advisor becomes a trusted figure and is an advocate for the student in all facets of school life. The purposes of the Middle School Advisory Program are:

- **Sense of Belonging** – to build trust, solidify relationships within our community, to promote a fun, safe, and student centered environment where students will thrive
- **Student Development** – to increase self-awareness as an academic learner and community member, to help students become invested in their community, to improve communication skills, and to support social-emotional wellness
- **Academic Focus** – students will work on goal setting, self reflection, and ongoing growth with their advisor by their side
- **Family Communication/Community Building** – to disperse school announcements/information, guide activities/discussion with students, collect and distribute all relevant student-school information, maintain an academic and growth file for each advisee, and establish open communication with parents

Middle School Advisory Placement Policy

Our goal is to create balanced, inclusive, and supportive advisory groups where every student can thrive. The placement process involves careful consideration of various factors, including academic diversity, social-emotional well-being, and group dynamics. To ensure fairness and equal consideration for all students, we will not be taking or honoring specific requests for teachers or classmates. This policy allows our faculty to thoughtfully create environments that support each student’s growth and foster a positive learning community.

House System

Each of our 8 Houses is named after an important figure in our school history. Students and faculty are assigned to a House for the duration of Middle School.

- **Alexander House** – named after Holland Hall’s first African American graduate, Sandra Alexander, Class of 1969. Sandra said, “In order for there to be change, somebody has to be first.”
- **Birmingham House** – named after Holland Hall’s Birmingham Campus, which opened in 1938 and was the school’s home for the next 44 years.
- **Brown House** – named after Holland Hall’s longest tenured faculty, Charles H Brown. Charlie Brown joined the Holland Hall community in 1965 and retired in 2023 after 57 years of service.

- **Flint House** – named after Charles W. “Bill” Flint Jr., who served as Chair of the Board of Trustees from 1965-1969, and was later named an Emeritus Trustee. He was instrumental in the vision of, and eventual purchase of, the land where our current campus resides.
- **Kaboth House** – named after the Director of Girls’ Athletics from 1949-1975, Mrs. Margaret W. Kaboth was best known for her intensity, creation and implementation of the physical education program for girls, and her insistence on the importance of athletics and competition for girls.
- **Moore House** – named after retired Head of School, Herbert B. “Bert” Moore, who served as Head of School from 1965 -1974. He oversaw the move of the US to our current campus.
- **Schureman House** – named after Holland Hall’s first Headmistress, Ms. Winnifred Schureman.
- **Walter House** – named after Pauline McFarlin Walter. Ms. Walter was referred to as Holland Hall’s guardian angel after her more than 60 years of philanthropic support of the school.

Clubs

Each year, students and faculty can elect to create a club, hence, clubs offerings may differ from year to year. Club offerings for the school year will be announced to students and will be posted on the Holland Hall website by the third week of school. These clubs will meet either before school, at lunch, or after school. Students may participate in more than one club as their schedule permits. Some clubs that remain each year are Student Council, GEMUN, Academic Team, and Math Club.

Funds to support Club activities are raised by the students during the annual Field Day event. Additional fundraising efforts are not permitted. See Fundraising policy.

Service

One of the characteristics of our Portrait of a Middle School Learner focuses on community. As a Community Builder, I demonstrate care for our community and take action to make it better. In line with this focus, each year, students in middle school participate in a Day of Service as well as Advisory Service projects.

Field Trips

Field trips are frequently a part of the educational program at the Middle School. Parents will be informed of such trips ahead of time. Faculty chaperones will accompany students on all school sponsored field trips.

Therefore, unless we are informed to the contrary, we will assume that all students have parental permission to participate fully in any day trips planned for their class during the school day as part of their regular program. 7th/8th Grade students should remember to bring any emergency medications they have been approved to self-carry **Background checks are required for all parent chaperones participating in school trips.**

Lunch/Food/Treats

Middle School lunch is in the Tandy Dining Room. Students may either choose to bring their own lunch from home or purchase lunch from Flik. Student ID cards can be loaded with funds through the parent portal at gotohh.org/parentportal. Students bringing lunch from home should pack a box or bag labeled with the student’s name. Students will keep their lunches in their lockers — refrigeration is not available.

Outside deliveries from restaurants or delivery companies are not permitted. A family member may join a student for lunch on a special occasion and bring in lunch for their child only, not for other students as we do not want any students to feel excluded.

Invitations for birthday parties are not to be distributed at school unless all students in that grade are included. In coordination with the advisor or classroom teacher, parents may make arrangements 2 weeks prior to bring treats for the entire class. We ask that no treats contain peanuts or tree nuts, which could compromise the health of some of our students. All items be clearly labeled with ingredient information (no homemade treats, please) so that teachers can check for nuts and other allergens. We also encourage families to consider non-food items as celebratory treats. To minimize disruptions to learning, balloon bouquets, special deliveries, and collections by groups of children for individual students are not permitted during the school day.

Fundraising Policy

Holland Hall's fundraising efforts are guided by the Head of School and Board of Trustees and coordinated by the Advancement Office. Each year, the Holland Hall Fund (our annual fund) is the School's top philanthropic priority, helping provide an exceptional experience beyond what tuition alone covers.

To respect the time and generosity of our community, the School carefully limits the number of official fundraising opportunities each year. Families, faculty, and alumni will be invited to support the annual fund and a small number of Parent or Alumni Association-led events that benefit the School*.

Fundraising efforts on behalf of the School may not be initiated independently by employees, families, students or alumni. Any financial or in-kind gifts to the School must be reviewed and approved by both the Advancement and Business Offices.

Solicitations for outside organizations in the name of the School or on campus are not allowed, except for a few pre-approved, branch-specific traditions (e.g., American Heart Association and Iron Gate in Primary School, Susan G. Komen Foundation in Middle School and Hale School in Middle/Upper School).

Each branch may organize a limited number of non-cash drives and community service awareness campaigns, with prior approval from the Branch Head and the Chief Advancement Officer.

Students wishing to lead service-related fundraising may apply for approval using the "Service Project Proposal" form available from the Advancement Office. Requests are evaluated based on timing, alignment with the School's mission, and other scheduled initiatives.

*Dutchbackers supports athletic expenses and invites participation from our community, yet is not a charitable giving effort per IRS guidelines.

SCHOOL HOURS

The middle school classrooms open at 8:05 a.m. each day (8:45 a.m. on Wednesdays for late start). Students who arrive before this time must be dropped off at the Tandy for before care. Students who arrive late will need to check in at the middle school office for attendance. Tardies will be tracked and an accumulation of tardies will be addressed by the Dean of Students.

Fourth through sixth grade students are dismissed at 3:20 and must be picked up by 3:35 p.m. unless they are involved in a faculty supervised after school activity. Seventh and eighth grade students are dismissed after sports and must be picked up by 3:50 p.m. Any student who is not picked up by 3:25/3:50 p.m. will be sent to the Tandy for After Care.

At the end of the school day, a parent or guardian must pick up their student. We will not permit middle school students to walk off of campus unsupervised unless the parent or guardian has been in communication with the Head of Middle School or Dean of Students to make arrangements in writing.

Before and After School Care

If a student arrives at school before 8:05 a.m. he/she will need to report to The Tandy for Before-School Care. Students who must be routinely dropped off before 8:05 a.m. will need to be enrolled in Before-School Care, which begins at 7:00 a.m. Parents will be charged a fee for Before-School Care.

After-School Care is offered daily in The Tandy and is open to all middle school students who must remain after school hours. Students who have not been picked up in a 15-minute dismissal window (unless they are attending a faculty supervised club, athletic event, or a pre arranged tutorial time with a teacher) will be taken to After-School Care. This program is available until 6:00 p.m. Parents will be charged a fee for After-School Care.

School Closing Notice

In the event of inclement weather, Holland Hall will choose from one of the following four options:

1. Close, school not in session
2. Open, school in session
3. Late start, school begins at 10 a.m.
4. If already in session, dismiss early.

The school will notify the community of its status (closed, open, late start or early dismissal) by text, email or through the school's website. The information will then be submitted to the following media outlets – KOTV Channel 6, KTUL Channel 8, KJRH Channel 2, and FOX 23. Once school has been canceled, please continue to check the school's website or your email for updated information.

To ensure that you will get texts and emails, make sure to update your contact information in the Parent Portal of PCR (gotohh.org/parentportal).

TECHNOLOGY

iPads

The middle school is a one to one iPad school. Fourth and fifth grade iPads will stay at school. Sixth through eighth grade students receive a school iPad to use for the duration of their middle school years. The device with all attachments must be turned in on the last day of school of the eighth grade year.

Google Accounts

Students will receive a Holland Hall Google Account. This username and password will be used to access G Suite productivity tools like Google Docs, Drive, Meet, and other school-approved websites, such as Schoology and [Typing Pal](#). This password should never be shared with others, and students may reset their password at any time.

Holland Hall email accounts are for school/educational purposes only and students are asked to check these regularly as important information will be sent to these email addresses.

iPad Content and Restrictions

To ensure student safety on campus and at home, Holland Hall uses special iPad management tools to approve and curate the content available on the iPads. In other words, no apps, or ebooks can be installed or purchased unless they're approved and delivered by the Holland Hall Technology Department in partnership with your student's teachers. Additionally, measures will be taken to ensure backups and safekeeping of student projects and data. On campus, we have web content filters to prevent students from accessing inappropriate content. Currently, these filters do not extend to the home. We recommend the iPad be used in public, supervised areas of your home. Parents may leverage at-home network filtering solutions or take advantage of the built-in Screen Time feature to set usable hours and limit overall time with certain apps.

Personal Electronic Devices (cell phones and wearable smart devices)

The culture of learning at Holland Hall prioritizes face-to-face interactions. Because students have devices that will allow them to do the majority of the activities that would be done on a cell phone or wearable, we choose to significantly limit their use during the academic day. We are concerned about how these technologies impact developing brains and we are striving to keep up with the research and develop communal expectations that help our students. Studies show that distance between a person and their cell phone is the best way to focus on the task at hand rather than the urge to check.

Personal Device Rule

Student cell phones (and other smart devices) are to remain turned off and stored in backpacks or lockers throughout the school day and may only be used for academic purposes at the request of a teacher. If a student uses a cell phone inappropriately, the cell phone will be taken up and stored in the MS or US Office. Parents will be required to pick up the cell phone the second time it is confiscated from a student. If this becomes a regular occurrence, students will be required to turn in their device to a Dean or Administrative Assistant when they arrive at school. Additionally, phones are not permitted in areas where privacy is assumed such as dressing rooms, locker rooms and restrooms.

Responsible Use Policy (RUP)

Everything we do as community members of Holland Hall should support the values of Trust, Hard Work, Self-Regulation, Kindness, Respect, and Honesty. We want students to use technology to explore, create, collaborate, and connect with the world. If there's a question about whether it is okay to do something online or with a device, we ask students to measure their choice by honorable principles, as we would ask them to do in our hallways. If a student is unsure, they should ask the Deans of Student Life or, in the Primary School, their teacher. As you would expect, violating the policies set elsewhere in this handbook by using technology is still violating the policies. This policy may be amended or modified by the School.

We ask students to make the following commitments:

Safety and Privacy

- I will adhere to the age requirements and guidelines of all websites and software.
- I will protect my personal information and respect the privacy of others' information.
- I will respect my teachers by keeping communication school related.
- I will show respect for myself and others by accessing, posting, and hosting information and images that reflect positively of myself and the community.
- In taking any picture or recording, I will respect the privacy and dignity of all individuals, including, at a minimum, refraining from taking, sharing, creating, or posting any recording or photograph of any inappropriate content (for example, photos, videos, or “deep fakes” that may embarrass, humiliate or degrade others). I will obtain permission from members of the Holland Hall community (including fellow students and teachers) prior to sharing or posting any recording or photograph.
- I will not create, share, or distribute synthetic media, including AI generated, AI altered, or manipulated images, video, or audio, featuring members of the school community without their explicit permission.

Digital Citizenship

- I will not sign into or use another person's account.
- I will be honest about my identity when I represent myself in any online communication, keeping in mind that I should limit the sharing of personal details and only do so responsibly with teacher oversight.
- I will use electronic devices appropriately, communicating and interacting with others in respectful ways.
- I will use Holland Hall technology — iPads, email accounts, and the Holland Hall network — solely for school purposes.
- I will not access or use hate-based or sexually explicit materials, or otherwise, harmful materials, nor will I disparage others.
- I will show my respect for intellect and creativity by asking permission, giving credit, and observing all laws, including copyright.

Artificial Intelligence, Synthetic Media, and AI Vectors

- I will use artificial intelligence tools only when permitted by my teachers and in accordance with school guidelines.

- I will not use AI systems to fabricate or modify images, videos, audio, or text that misrepresent real people (“synthetic media”), including deepfakes, voice clones, or fabricated conversations.
- I will not create, possess, or distribute AI-generated explicit content of any kind, including digitally altered images, videos, or audio involving minors or members of the Holland Hall community.
- I will avoid and not engage with AI vectors: digital pathways that deliver deceptive, explicit, or harmful content, including phishing attempts, impersonation bots, malicious links, or synthetic media intended to mislead or harm others.
- I will promptly report any suspicious or harmful AI-generated content to the Deans or another trusted adult. You can remain anonymous by using the Holland Hall app’s tip line.

Classroom Use

- I will follow all guidelines set by my teachers regarding the use of electronic devices.
- My school iPad and email accounts will be used solely for school purposes.

Conservation of Resources

- I will respect and preserve resources by conserving paper, bandwidth, and storage space.
- I will respect and maintain equipment and resources that may be borrowed or used in public areas and labs.
- In accordance with this policy, I will not stream videos for personal use or play games on my devices during the school day.

Email

- I will check email, at a minimum, once per day
- I will reply to any emails from faculty members that ask for a response as soon as possible
- I will reply to all other email, if necessary, within 24 hours of its receipt

AI-Generated Explicit Content (Take It Down Act Compliance)

In accordance with the federal Take It Down Act (2024), Holland Hall prohibits the creation, possession, or distribution of sexually explicit images—including AI-generated or digitally altered content—of any member of the school community. This includes content involving students, faculty, or parents. Any such incident will be treated as a serious violation of our conduct policies and may involve law enforcement.

Right to View

Holland Hall reserves the right to access, view, or monitor any information stored on or transmitted over the school's technology resources. This includes personal equipment used to access the school's technology resources, even if the device accesses networks other than the school's network.

ID Badges

Students in grades 6-8 are given ID badges. These are to be on their body at all times to identify the students, give access to locked doors during school hours, and to use to make purchases in The Tandy Dining Hall. If a student loses a badge, he or she is required to report that to the Middle School office and there will be a replacement fee.

DRESS CODE

The purpose of the school uniform is to combine neatness and consistency with practicality and economy. Holland Hall would like students to focus attention on their academic work and school activities. Uniform dress helps to eliminate the distractions of appearance from these purposes. Students should be dressed in accordance with the dress code upon arrival at school.

Middle School Dress Requirements

Tops	Navy short-sleeved collared polo-style shirts with embroidered Holland Hall current H-mark logo on left chest through C & J School Uniforms, Lands' End, Tommy Hilfiger Uniforms or purchased and embroidered with an approved vendor. Plain white T-shirts or white long-sleeve T-shirts may be worn under the navy uniform shirt.
Bottoms	Plaid, khaki, or navy skirt, skort, shorts, or pants on the Holland Hall-approved list through C & J School Uniforms, Lands' End, or Tommy Hilfiger Uniforms. Any shorts worn under uniform bottoms must not show. No sweatpants may be worn under uniform bottoms. Solid black or navy leggings or tights are permitted under shorts, skirts, skorts.
Sweaters, Sweatshirts, Outerwear	For regular dress code days: Holland Hall crew neck sweatshirt, quarter-zip or full-zip in solid <u>navy, black, or heathered gray</u>— with only the official Holland Hall logo only on the left side and sold through Holland Hall, Lands' End, C&J, Tommy Hilfiger Uniforms or a source that has requested permission to use the official logo from the Communication Department may be worn over a uniform shirt. No hoodies are permitted. Dutch Days — any Holland Hall tops sold or received through Holland Hall in any color may be worn with <u>regular Uniform Bottoms</u>. Non Holland Hall coats may be worn when outdoors.
Socks & Tights	Socks are required. Solid black or navy leggings or tights are permitted under shorts, skirts, skorts.
Shoes	Athletic shoes are required
PE & Athletics	Grade 4 & 5 – Students do not change clothing for P.E. Grade 6 – Any Holland Hall T-shirt and any black athletic shorts. Grades 7-8 – Practice clothing is determined by individual coaches.

Dutch Days

Every Friday at Holland Hall is a Dutch Day. Students and faculty are encouraged to show their school spirit and pride by wearing Holland Hall Dutch shirts — **ONLY shirts purchased from or provided by Holland Hall are allowed.** Uniform bottoms and athletic shoes are still required.

Free Dress

Free dress is a rare privilege. On such days, students may wear non-uniform clothing that is appropriate for the school setting. Athletic shoes must still be worn. Clothing with suggestive language or images is prohibited. In addition, any clothing that advertises, endorses, or encourages the use of alcohol, drugs, or tobacco is not permitted. The Advisor, Deans of Students and/or Head of Middle School will determine if clothing is appropriate should the need arise.

SAFETY

Campus Safety

Holland Hall is dedicated to providing a well-maintained and safe environment. To that end, the school employs a full-time group of well-trained and experienced security personnel, headed by a director of campus safety. In addition, there are a number of strategically placed security cameras at entrances and exits that provide coverage for key pathways. Given the number of vehicles, students, and visitors on campus, it is imperative for drivers to obey all traffic laws and the direction of security personnel.

Drills

In an effort to best prepare students and faculty for an unexpected emergency situation, Holland Hall will conduct safety drills throughout the year to include drills for fire, evacuation, tornado, secure in place, and lockdown drills. Teachers will be familiar with these drills and will ensure that students become familiar as well.

Third-Party Car Services

For the safety of our students, students may not be picked up or dropped off on campus by ride-booking, third-party car services such as Uber, Lyft, or other similar car services unless they are accompanied by a parent or guardian.

Anonymous Reports

If a student is concerned about someone in our community and wishes to send the administration an anonymous report, they may do so through the official Holland Hall school app, available for download for iPhones and Android. Reports may be made in the app with the Tip Line button at the bottom right of the home screen. The line is truly anonymous, although a name may be attached if a response is desired.

Personal Property

The school cannot accept responsibility for missing items. All clothing and school supplies must be labeled clearly with the students' names. Students should not bring valuables or large sums of money to school. If it is necessary to do so, they should leave those items with their advisor. In addition, backpacks and their contents should be neatly stowed in the student's locker each day and lockers should remain locked.

E-Bikes and Motorized Scooters

The safety and well-being of our school community is our top priority. Due to the high speeds, weight, and battery storage hazards associated with e-bikes and motorized scooters, their presence on campus creates significant safety risks for pedestrians and students during peak arrival and dismissal times. Effective immediately, e-bikes and motorized scooters are not permitted on campus for students at any grade level. Faculty and staff are exempted but must register with the Safety team. E-bikes and scooters cannot be stored inside any buildings.

POLICIES

Weapon/Controlled Substances Free Campus Environment

Students and non-students shall not possess, use or distribute a weapon, controlled substances, or intoxicants when in a school location (in buildings or on property) or at school sponsored events or activities, except for limited authorized exceptions (i.e. law enforcement and security officers). Holland Hall will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, supplier/vendor/ contractor, or member of the public who violates this policy. All students are prohibited from attending school or a school related function under the influence of any controlled substance or intoxicant. It is the policy of Holland Hall that all administrators, faculty and staff members shall report to the Dean of Students, Head of Middle School, or the Head of School any student who is reasonably believed to be under the influence or in the possession of any form of intoxicant or a controlled substance, or in possession of a weapon. The Dean of Students, and/or the Head of Middle School shall immediately notify the Head of School and the student's parent(s) or legal guardian.

Smoke Free/Tobacco Free/Nicotine Free Campus Environment

Smoking and use of tobacco or nicotine products is prohibited at all times on the Holland Hall campus, including facilities, properties, and grounds. This policy applies to all faculty, staff, students, parents, visitors and contractors. For purposes of this policy, smoking, tobacco and nicotine products means no cigarettes, cigars, smokeless tobacco products and nicotine products such as e-cigarettes and vaping products. The school also prohibits littering the campus with remains of any tobacco products. Students may neither use nor possess any form of e-cigarette or vape on campus or at any school-related event. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and athletic events using school-owned facilities, grounds and properties are required to abide by Holland Hall policy. Therefore, organizers of such events are responsible for communicating to attendees the policy of the school and for enforcing the policy.

Child Abuse, Reporting, and Investigating

Actions that between adults may be termed sexual harassment are legally defined as child abuse when imposed by an adult on a minor. Title 10 7102-7105 of the Oklahoma Statutes defines child abuse and neglect as "harm or threatened harm to child's health, safety, or welfare, including but not limited to non-accidental physical or mental injury, sexual abuse/exploitation or negligent treatment or abandonment."

Every person in Oklahoma who has reason to believe that a child under 18 has been abused is mandated by law to report suspected abuse. "Failure to report is a misdemeanor" (Title 10 7102-71-5, Oklahoma Statutes). If there is an instance of imminent danger, call Campus Safety (918) 879-4717.

Child abuse can be subdivided into three areas:

- Physical abuse: non-accidental physical injury; physical neglect: failure on the part of the caretaker to meet the child's basic physical needs;
- Sexual abuse: sexual involvement between a child and an individual who has greater knowledge, authority, power or resources; and
- Psychological abuse: extreme and/or repetitive conduct, which is frightening or intimidating.

Child Abuse Reporting Policy

Any Holland Hall employee who suspects or has information that a parent, student, or other Holland Hall employee has committed child abuse in any form (see above), or that a student may be the victim of such abuse, is required to report their concerns immediately. Holland Hall follows legal requirements for being mandatory reporters in the state of Oklahoma.

1. The employee must notify their Branch Head/direct supervisor AND the school counselor.
2. In accordance with state law, Holland Hall mandates that the reporting employee, along with their direct supervisor and/or the school counselor, report the suspected abuse or neglect to the Department of Human Services (DHS) by calling (800) 522-3511.
3. If it is not possible to make the report together, the reporting employee and their direct supervisor are responsible for ensuring the report is made to DHS.
4. When a report call is made, the Holland Hall employee must complete a [DHS Report Form](#) noting the date, time, name of the DHS employee, name(s) of Holland Hall employees reporting, and the case referral number. This form will be put in a confidential file in the Head of School's office.
5. DHS is required to maintain anonymity of reporting parties. Reporting parties also have the option to report anonymously.

Any person participating in good faith and exercising due care in the making of a report pursuant to the provisions of the Oklahoma Child Abuse Reporting and Prevention Act, or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning a child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Also, there shall be no penalties or retaliation by an employer when an employee reports suspected abuse.

When DHS comes to Holland Hall campus to interview a student

As part of their investigation, the Department of Human Services (DHS) may visit the school to interview a student. If this occurs, the Branch Head and Counselor must be notified immediately. If neither is available, the Dean or School Nurse should be contacted.

Visiting DHS employees, like all visitors, are required to present a valid driver's license to check in at a Visitor Aware station. The system will scan the license and perform a quick background check against the sex offender database. If cleared, a visitor badge sticker will be printed and must be worn while on campus.

In addition to the check-in process, a Holland Hall employee must complete a [DHS Report Form](#) and provide a copy of the DHS employee's identification, which must be verified before any contact with the student. Once all steps are completed, the student should be escorted to the designated meeting room.

The school employee facilitating the process should assure the student of their support and presence nearby. However, no Holland Hall employee will be present in the interview with the DHS representative.

It is important to note that Holland Hall employees must not contact the student's parents regarding the meeting. This responsibility lies solely with DHS and will be handled at their discretion.

Any employee who believes that a Holland Hall parent, student, or other Holland Hall employee has committed child abuse must report this belief to two of the following people: their Branch Head, School Nurse, School Counselor or Head of School. If these people are not available, report to the Head of School's Assistant, or one of the Associate Heads.

Sexual Harassment

Sexual harassment, whether verbal or physical, is a serious offense. Disciplinary action in such cases is likely to be direct and serious. Some forms of sexual harassment are considered violations of criminal law or covered by mandatory reporting obligations, and may need to be reported to legal authorities. Students are also protected from any retaliation for making a good faith harassment complaint or for participating in a harassment investigation. Any student with a concern that he or she is being retaliated against should immediately bring it to the attention of the Dean of Students, Division Head, school nurse, or the student's advisor.

Prohibited Conduct, Searches, and Reporting

Weapons, controlled substances, and intoxicants are prohibited on school premises, in any vehicles utilized in connection with school related functions, and at any school sponsored or authorized function. All students are prohibited from attending school or a school related function under the influence of any controlled substance or intoxicant.

Any administrator, faculty member, or security personnel may detain and search, or authorize the search of any student or property of a student, when the student is on school premises, in transit under the authority of the school, or attending any function sponsored or authorized by the school. Upon suspicion of a policy violation, any student may be detained and searched. Any property in the student's possession in violation of this policy may be preserved. Any student found to be in possession of weapons, controlled substances, intoxicants, or under the influence of controlled substances or intoxicants in violation of this policy may be suspended, dismissed, or subject to other disciplinary action considered appropriate at the exclusive discretion of Holland Hall. A violation of this policy is considered a major infraction and discipline will be addressed in the manner outlined in this Handbook.

No student shall have an expectation of privacy from school administrators or faculty regarding the contents of lockers, desks, computers, cell phones, or other school property. School property may be examined and opened at any time, and no reason shall be necessary for the search.

It is the policy of Holland Hall that all administrators, faculty, and staff members shall report to the Dean of students, Branch Head, or the Head of School any student who is reasonably believed to be under the influence or in the possession of any form of intoxicant or a controlled substance, or in the possession of a weapon. The Dean and/or the Branch Head shall immediately notify the Head of School and the student's parent(s) or legal guardian. The Head of School shall also use discretion in determining if the circumstances are appropriate to report the incident to authorities outside of the school, including court personnel, community substance abuse prevention and treatment personnel, or a law enforcement official.

Campus Event Alcohol Policy

Unless approved in advance by Holland Hall's Head of School, alcohol will not be served to or consumed by adults at Holland Hall sanctioned events where students are present.

Naloxone (Narcan) Policy

In accordance with Oklahoma Statute Title 70, Chapter 17, Section 1210.42 and as a means of enhancing the health and safety of its students, faculty, staff and visitors, trained staff members of Holland Hall may obtain, maintain and administer doses of an opioid-antagonist, specifically Naloxone, for emergency use to assist a student, faculty, staff or other individual. Administration of an opioid-antagonist may occur when the trained staff member, in good faith, determines that a person is experiencing an opioid overdose or is suspected to be experiencing an opioid overdose. The Head of School or designee shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances, as soon as practical. The Head of School or designee will also notify the parent or guardian of any student suspected overdose and the use of Naloxone to reverse the suspected overdose.

Holland Hall will comply with the legal standards regarding the privacy of both the recipient and the staff member related to the administration of Naloxone. Any person administering an emergency opioid antagonist to a student or other individual in a manner consistent with this policy, shall be covered by Oklahoma's Good Samaritan Act and Holland Hall, its employees and designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist.